
UNITED STATES DISTRICT COURT
Northern District of Illinois, Chicago

NOTICE OF POSITION VACANCY



Job Announcement No. 2010-24
No. of Vacancies: One
Position Title: Generalist Intake Clerk
Grade Range: CL 22-01 to CL 24-61
Salary Range: 27,441 - \$61,218
Closing Date: October 7, 2010
Promotion Potential to CL 24

Date: September 29, 2010
U.S. District Court, NDIL
Human Resources, Room 1574
219 South Dearborn Street
Chicago, Illinois 60604
www.ilnd.uscourts.gov

POSITION OVERVIEW

This position is located in the office of the Clerk of Court and reports directly to the Operations Supervisor. Duties include assisting the public at the counter by answering case related inquiries in a customer friendly manner, coordinating incoming documents and channeling to proper destinations, issuing all civil processes, verifying judgments, ensuring all filings and motions conform to federal and local rules of practice, verifying that attorneys are admitted to practice before the court, providing files or copies of documents upon request, scanning documents, and auditing electronic filings and providing feedback to customers. Cashiering functions include filing new civil cases, sequential numbering of new cases, random assignment to judges and specifically collecting fees for new cases, receiving cash/checks for bonds, fines, etc. and daily balancing of monies collected. The incumbent should be skilled in using applicable automated systems and be comfortable in counting large sums of money.

QUALIFICATIONS

Office skills such as record keeping, sorting, distributing mail, filing, photocopying, and typing of 25 wpm are desirable. Excellent customer service skills and excellent verbal communication skills are required. Previous cashiering experience is a plus. A general knowledge of federal criminal and civil procedural rules is desirable. A general knowledge of the purpose and content of the documents filed in the court, ability to determine the sequence of their use, their content, and the rules of acceptability is desirable. The incumbent must be able to meet deadlines in an accurate and efficient manner. Previous experience in banking, real estate and/or insurance fields may be substituted for legal experience and considered as specialized experience. College degree is desirable

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL 22, applicants must have a high school diploma or equivalent and have one year of general experience which is in or closely related to the work of the position and demonstrates the knowledge, skill, and ability to successfully perform the duties of the position. To qualify at a CL 23, applicants must have two years of general experience. To qualify at a CL 24, applicants **must have one year of specialized accounting or financial experience.**

EMPLOYEE BENEFITS

Benefits information may be viewed at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx

NOTICE TO APPLICANTS

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Job announcements and employment applications may be obtained by visiting our web site at: www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx Please send your application and resume to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674

Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.